

AR-50-71; Rev. 76

# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

	INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334,							
	Attention: Scheduling Section.							
	FOR AGENCY USE	1. Agency Address		FOR RECORDS M	ANAGEME <b>NT US</b> E			
Ар	plication Date -	Department of Transport Rights of Way Office	Department of Transportation Rights of Way Office					
Ap	olication Number	No. 2 Capitol Square	•	Date Received	Date Completed			
	-	Atlanta, Georgia 30	334	AUG 22 1988	AUG 1 4 1989			
2.	Person to Contact		Working Title		Telephone Number			
	Bob McDu	ffie Rights of Wa	y District Manager		556–5377			
3.	Action Requested		• -		·			
		Schedule; record will continue to						
		ccumulation; no further accumula		da. 🗆 Vaid	·			
-	c. 28 Amend Application  Dates of Series	No. 7416-A Check Or  5. Records Series Title (follows	e: <u>ei Unange; Li Superce</u> d hy title used in office if d	ifferenti	<del></del>			
	rliest Latest	5. Necotus Series Title Tronowa	a by and ased in ornee, in a					
	1973   to date	Rights of Way Acquis						
6.	Division and Office Function		he Division and the Office in					
	The Division of Hi	ghways is responsible for	or the planning, loo	eation, design,	construction			
	and maintenance of	all roads and bridges to county roads and city s	treets financed en	irely through l	ocal funding			
]	funds. Only those	tructed and maintained w	streets linanced en	sion or particir	pation of the			
ŀ	Division.		Tenoue ene ouper.	or parezer				
	THE OFFICE OF RIGH	P OF HAY FINCTION	Samuel Constitution (1981)	- * *	*			
•	THE OFFICE OF KIGH	OF WAI FUNCTION	•					
l		e Right of Way Office is						
l	through accepted a	ppraisal, negotiation,	relocation, property	y management and	l condemnation			
ļ		r to clear right of way	on achedule for fac	cilities to be o	constructed by			
l	the Department of	Transportation.			<del>-</del> :			
1	•							
7.	Record Series Description	This file contains the following Attach samples of the file.	documents (include form n	umbers and titles, if ar	ıy):			
	Documents relating to:	equisition of right of	vay for highways re	lating to proper	rty owners.			
l	•	d file, appraisal file,	voucher file, proj	ect general file	e, parcel file			
	Included are: Dee	plan file. d Files: containing Rig	nt of Entry documen	ts, settlement a	and disburse-			
		t statements, title cer						
ı	· · · · · · · · · · · · · · · · · · ·	demnation Petitions.		•				
1		raisal File: contains a		, data books, a	nd comparable			
İ		es books and other rela						
ı	<del></del>	cher File: contains acc	_					
		cel Files: contains opt tificates, appraisal re						
		n Files: contain apertu		-				
		artment of Transportati		I NA PIGH FOIC	-			
		anged alphabetically an		unty name and p	roject number.			
	7 x x			•				
8.	Monthly Reference Rate	How often are records refe	rred to which are:					
Ì		; Seven to twelve month	s old; Thirteen	to twenty-four months	s old;			
1	twenty-five months and al	; Seven to twelve month Beed file, der? referred t	appraisai file, pl o periodically for	an tile, vouche: research after i	r file project closing			
9.	Annual Rate of Accumula	ion of Records	<u> </u>		<del> </del>			
		; Legal-size drawers25	: Shelves	; Other (specify)				
					1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A			

Describe series contain confidential information requiring security handling? If yes, cite law or regulation.   X	х		a. Is this the office lift not, where is		series?			
C. Is this a vital record?					ential information	requiring security handlin	g? If yes, cite law or regula	tion.
d. Does this series have historical or long term research value?   c. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be schedded seasatabl?   x   f. is the information contained in his series ever analyzed anglor recorded in a summarized report?   x   s. is the information contained in his series ever analyzed anglor recorded in a summarized report?   x   s. is the rise of maken contained in his series ever analyzed anglor recorded in a summarized report?   x   s. is the read oblighting phylips (DNPAT Affice off it problem follows: a spency?   x   s. is the read oblighting phylips (DNPAT Affice off it problem follows: a spency?   x   s. is the series for a maken pattern of it? results in microdilines?   x   s. Does the record series result in a computer reintour?   x   s. Does the record series result in a computer reintour?   x   s. Does the record series result in a community microdilines?   x   s. Does the record series result in a community microdilines?   x   s. Does the record series result in a community microdilines?   x   s. Does the record series result in a community microdilines?   x   s. Statute of limitation   5   years.	~	X	1. ab	12			<del>-</del>	
e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these obscuments be scheduled generately?  X					or long term reca	arch value?	<u> </u>	· · · · · · · · · · · · · · · · · · ·
X   documents be scheduled sparately?  X   S. the information contained in this series ever published? If yes, attach copy.  g is the information contained in this series ever analyzed and/or recorded in a summarized report?  If yes, attach composed in the series of t	<u> </u>						a file for a long period, coul	d these
X   1. Is the information contained in this series ever analyzed and/or recorded in a summarized report?		Х				incossary to rech the citta	e like for a long period, code	d diese
If yes, attach copy.   If yes, where?	ķ	X				published? If yes, attach o	opy.	
h. is there a duplicating of this principle of its problem of light agreement?  If yes, where?  If yes, where?  It is this series for a major portion of its tegularly microfilmed?  I. j. Does the record series result in a computer grictour?  The following requires the series to be kept:  a. State Law  b. Statute of limitation  c. Federal law  c. Federal law  Attach copy or excert of laws or regulations. Explain administrative need.  Attach copy or excert of laws or regulations. Explain administrative need.  Attach copy or excert of laws or regulations. Explain administrative need.  Attach copy or excert of laws or regulations. Explain administrative need. Deed files are needed permanently for research purposes by Right of Way Department. 7 NO-years for all other documents.  12. Approved Disposition Instructions  This segency recommends that the file series be cut off at the end of each:  Calendar Year:  Calendar	`	<b>V</b>	g. Is the informat	ion contained is	n this series ever a	nalyzed and/or recorded in	a summarized report?	
I. Is this series for amaior portion of its regularly microfilmed?   I. Does the record series result in a computer printoun?		<del>_</del>				and the second second	_ <del></del>	
11. Retention Requirements  11. Retention Requirements  12. Approved limitation  13. State Law  14. State Law  15. State Law  16. Administrative need Law  17. Federal retention instructions  18. Administrative need Law  19. Administrative need Law  19. Administrative need Law  19. Attach copy or excert of laws or regulations. Explain administrative need. Deed files are needed permanently for research purposes by Right of Way Department. 7. 10. years for all other documents.  19. Approved Disposition Instructions  19. Calendar Year: 15. Fiscal Year: 35. Other  19. Calendar Year: 15. Fiscal Year: 35. Other  19. Calendar Year: 15. State Active file at end of each: 16. The correspondence of the point chosing of project; cut knowledge file at end of calendar year.  19. Hold in the current files area in month(s) year(s); then  19. Calendar Year: 15. State Records Centur, hold 10. Year(s); then  19. Calendar Year: 15. State Anchives for permanent retainton. (bead Files)  19. Calendar Vear Anchives for permanent retainton. (bead Files)  19. Calendar Vear Anchives for permanent retainton. (bead Files)  19. Calendar Vear Anchives for permanent retainton. (bead Files)  19. Calendar Vear Anchives for permanent retainton. (bead Files)  19. Calendar Vear Anchives for permanent retainton. (bead Files)  19. Calendar Vear Anchives for permanent retainton. (bead Files)  19. Calendar Vear Anchives for permanent retainton. (bead Files)  19. Calendar Vear Anchives for permanent retainton. (bead Files)  19. Calendar Vear Anchives for permanent retainton. (bead Files)  19. Calendar Vear Anchives for permanent retainton. (bead Files)  19. Calendar Vear Anchives for permanent retainton. (bead Files)  19. Calendar Vear State Anchives for permanent retainton. (bead Files)  19. Calendar Vear State Anchives for permanent retainton. (bead Files)  19			h. Is there a dupli- If yes, where?	catigg@tshi\$\\ B	erleg Coyaur Attic	on ty worth thouse.	ency?	
a. State Law  b. Statute of limitation  c. Federal law  d. Audit period  e. Administrative need  for years.  c. Federal retention instructions  Attach copy or excert of laws or regulations. Explain administrative need. Deed files are needed permanently for research purposes by Right of Way Department. 7 10-years for all other documents.  12. Approved Disposition Instructions  This agency recommends that the file series be cut off at the end of each:  Calendar Year:  Calendar Year:  Fiscal Year: 33 Other  Calendar Year:  Hold in the current files are  In monthly  Vear(s), then  Transfer to local holding ares; hold  Vear(s), then venecher; appraisal 6 correspondence files  Destroy, Parcel files and plans after infortifitating  Fransfer to State Remark Center; hold  Destroy, Parcel files and plans after infortifitating  Fransfer to State Remark Center, both 10-year(s), then venecher; appraisal 6 correspondence files  Fransfer to State Remark Center, both 10-year(s), then venecher; appraisal 6 correspondence files  Fransfer to State Remark Center, both 10-year(s), then venecher; appraisal 6 correspondence files  Fransfer to State Remark Center, both 10-year(s), then venecher; appraisal 6 correspondence files  Fransfer to State Archives for permanent retantion. (bend Files)  Fransfer to Archives for permanent retantion.  Microfilm apperture card upon verification of microfilm transfer to State Archives for permanent accurrity retention.  Microfilm apperture card upon verification of microfilm transfer to State Archives for permanent accurrity retention.  Microfilm apperture card upon verification of microfilm transfer to State Archives for permanent accurrity retention.  Microfilm apperture card upon verification of microfilm transfer to State Archives for permanent permanent files area until no lunger needed for reference; then destroy.  SEE ATTACHMENT  Revision to application approved by Bob McDuffie, District Manager NRF 7/20/10  Fransfer to Archives for permanent files area until no lunger needed for the files f	X							
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B-Destroy. Parcel files and plans after microfilming B-Transfer to State Archives for permanent retention. (Deed Files) BrOther (Specify) Microfilm Security copy Transfer to Archives Security Microfilm Vault for permanent vital records retention.  Microfilm aperture card upon verification of microfilm transfer to State Archives for permanent accurity retention.  Microfilm Reference Copy Hold in current files area until no longer needed for reference; then destroy.  SEE ATTACHMENT  Revision to application approved by Bob McDuffie, District Manager NNRF 7/20/6  These instructions apply to all prior and future accumulations of the series.  Agency Head-Designes (Signature)  Date Records Management Officer (Signature)  Base 22-01  Recommendations in paragraph 12 are approved.  State Auditor/Designes  State Auditor/Designee								
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Agency Head/Designee (Signature)  Date  Records Management Officer (Signature)  Date  8/5/89  State Records Committee (Signature)  Date  State Records Committee (Signature)  Date  8-11-89  14-0/6-4  Governor  1 1 1								
Agency Head/Designes (Signature)  Date  Records Management Officer (Signature)  Date  8/5/86  B80822-01  Recommendations in paragraph 12 are approved.  (If disapproved, attach letter of explanation.)  Secretary of State/Designee  1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	•	These	instructions apply to	all prior and fu	uture accumulatio	ns of the series.		- 70 - 70
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8/15/86 Martha B Bul 8/15/86  880822-01  Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)  Secretary of State/Designee  1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			· · · · · · · · · · · · · · · · · · ·		<u> </u>	<u> </u>		9
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Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)  State Records Committee (Signature)  State Records Committee (Signature)  8-11-89  Secretary of State/Designee  1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	س		Level Son		8/15/88	mite	bek	8/5/8
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graph 12 are approved. (If disapproved, attach letter of explanation.)  State Auditor/Designee  State Auditor/Designee  State Auditor/Designee  State Auditor/Designee  State Auditor/Designee  State Auditor/Designee  P/10/89			-			State Records Co	mmittee (Signature)	Date
(If disapproved, attach letter of explanation.)  Secretary of State/Designee  4 Ward Wildow  74-0/6-4  Governor  1/4				State Audi	itor/Designee	10011-	<b>⊿</b>	11150
of explanation.)  Secretary of State/Designee Yaward William  74-0/6-A  Governor  1/4	- · ·	3   Z ar					F7	10///-27
79-0/6-7 Governor Attorney General/Designee W. H. Kare 8/14/89	(If di		oved, attach letter		<del>~· , ,,, · · · · · </del>	100,000		0-11-07
Attenties denaignosignee	of ex	sappro planat	tion.)	Secretary of	<del></del>	Edward Welder		<del>                                     </del>
AR-50-71; Rev. 76 (Reverse Side)	of ex	sappro planat	tion.)	Secretary of	•	Edward Welder		1

#### DEPOSITION

Cut off file at the end of completion of Right of Way Acquisition and Certification or the Title, and Final Disposition of any Condemnation Proceedings. Transfer of records to Archives will be completed semi-annually.

- DEED FILE Hold in current files area 6 months; microfilm in duplicated copies, one work copy for research and reference and one security copy; hold microfilms in General Office area until obsolete; transfer original deed files (hard copies) to State Archives for Permanent Retention.
- APPRAISAL FILE Hold in current files area 6 months; then transfer to State Records Center; hold 10 years, then destroy.
- VOUCHER FILE Hold in current files 6 months; remove Consolidated Tabulation
  Sheet and Microfilm with Deed File; Consolidated Tabulation
  Sheet remains in Deed File after filming; transfer remainder of file to State Records Center; hold 10 years, then destroy.
- CORRESPONDENCE FILE Hold in current files area 6 months after completion of project; transfer to State Records Center; hold 10 7 years, then destroy.
- PARCEL FILE Hold in current files area 6 months after completion and closing of project; microfilm, then destroy original paper files.
- PLANS FILE When project in completed; Microfilm plans, verify film, then destroy hard copy. Here plans will be put in Carde

#### HECORDS X AREX REPORTON X A TAX BUILDER X RACK BASES

Final Disposition for <u>PLANS</u> <u>FILE</u> Microfilm Copies <u>Microfilm Security Copy</u> - Transfer to Archives Security Microfilm Vault for permanent vital records retention.

Microfilm Reference Copy - Hold in current files area until no longer needed for reference, then destroy.

Reduction in retention from 10 years to 7 years approved by Bob McDuffie, Rights of Way Office District Manager.

Purging of files and microfilm verification to be completed by Department of Transportation personnel.

Revision approved by Bob McDuffie on 7/20/89. NRF



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

	Attention: Scheduling	section,					
	FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE				
Αp	plication Date	Department of Transportation	Application Number				
		Rights of Way Office	74-16-A				
Αp	plication Number	No. 2 Capitol Square	Date Received Date Completed				
		Atlanta, Georgia 30334	APR 3 1984   AUG 2 1984				
2.	Person to Contact	Working Title	Telephone Number				
	Bobby L. Risper	Rights of Way Agent I	656-5372				
3.	Action Requested						
	_	Schedule; record will continue to accumulate.					
	The state of the s	ccumulation; no further accumulation anticipated.					
	c. 🗵 Amend Application						
	Dates of Series rliest Latest	5. Records Series Title (followed by title used in office; if d	ifferent)				
La		Dights of May Requisition Bile	,				
_	1973   To Date	Rights of Way Acquisition File					
6.	Division and Office Function						
		hways is responsible for the planning, loc					
		all roads and bridges financed by Federal-					
		county roads and city streets financed ent					
	Division.	ructed and maintained without the supervis	sion or participation of the				
	DIVISION.		• •				
	THE OFFICE OF RIGHT	OF WAY FUNCTION					
		Right of Way office is to acquire needed					
		praisal, negotiation, relocation, property					
		to clear right of way on schedule for fac	cilities to be constructed by				
	the Department of T	tansportation.					
7.	Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):				
	Documents relating to:	Acquisition of right of way for highways	relating to property owners.				
	•	•					
ĺ							
	Included are:	Deed file, appraisal file, voucher file,	, project general file and				
		parcel files.	umonta settlement and				
		Deed Files containing Right of Entry dood disbursement statements, title certifications					
		and Plats, Condemnation Petitions.	ites, Right of way beeds				
		Appraisal File, contains appraisal agree	oments, data hooks, and				
		comparable sales books and other related					
		Voucher File, contains accounting states					
		Parcel Files, contains option for Right of Way, Preliminary title					
certificates, appraisal reports, negotiation records, rel							
	File is arranged:	Alphabetically and numerically by county name and project number.					
			* · · * · · · *				
8.	Monthly Reference Rate	How often are records referred to which are:					
	One to six months old		to twenty-four months old				
	twenty-five months and olde	; Seven to twelve months old; Thirteen to twelve months old; Thirteen to the periodically for research after the periodical three periodically for research after the periodical three periodical	voucher file referred to				
a	Annual Rate of Accumulation	on of Records	brolect closing				
3.	Letter-size drawers	; Legal-size drawers 25; Shelves;	Other (specify)				

AR-50-71; Rev. 76

(Over)

YES	NO	10. Questionnaire	(Place an *')	K" in the proper or	olumn) 1 1	4						
x		a. Is this the office If not, where is		e series?		* - A						
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation,											
х	X	c. Is this a vital re	oord?			<del></del>						
X		d. Does this series		l or long term rese	earch value?							
					necessary to keep the entire file for a long period, could	thata						
	X	documents be			The base of the chart the for a long period, cook							
	Х	f. Is the informat	ion contained	n contained in this series ever published? If yes, attach copy,								
	х	g. Is the informat		in this series ever a	analyzed and/or recorded in a summarized report?							
х		h. Is there a dupli	cation of this s	series in your offic	e, or in another office or agency?							
	Х	F " "	r a maior porti	on of it) regularly	microfilmed?	<del></del>						
	Х			n a computer prin		· · · · · · · · · · · · · · · · · · ·						
11.	Retent	tion Requirements			es the series to be kept:							
	b. Sta	te Law tute of limitation deral law	1 5 0	years. years. years.	d. Audit period e. Administrative need Permanent Deeds f. Federal retention instructions 7	years. years. years.						
,	Attach rese	copy or excerpt of larch purposes	aws or regulation	ons. Explain admir of way departs	nistrative need. Deed files are needed perma ment. 10 years for all other document	nently for						
			<b>y</b> - <b>y</b>	• •	•							
					·							
		*=										
12.	Aporo	ved Disposition Instr	uctions Th	is agency recomm	ends that the file series be cut off at the end of each:							
	7	:_ :		Calendar Year; [	l Fiscal Year: XX Other oject; cut inactive file at end	then,						
ח	f ca	ın inactive i lendar vear.	rte mbou c	tosing of pr	oject; cut inactive file at end	·						
		lendar year. Id in the current files										
	□ Tra	insfer to local holding	g area, hold	year(s)	; then							
	⊠ Tra	nsfer to State Recor	ds Center; hold	j <u>10</u> yea	r(s); then (Voucher, appraisal & correspon	dence Illes)						
		stroy. Parcel Fi										
ľ		insfer to State Archiv	es for permane	ent retention. (D	eed Illes)							
'		ner <i>(Specify)</i> crofilm Securi	ty Cony -	Transfer to	Archives Security Microfilm Vault for	permanent						
		tal records re		Transfer co	Monitor books in the second se	1						
				· Hold in cur	rent files area until no longer needed	l for						
	re	ference; then	destroy.									
			•	• •								
	SE	E ATTACHMENT			•	•						
					·							
,												
ŀ				,		•						
	There	instructions apply to	أمحم ممنح الم		an of the sector							
	HICSE	instructions apply to	an prior and i	uture accommissio	ons of the series.							
		·		·								
Agen	cy He	ad/Designee <i>(Signat</i>	ure)	Date	Records Management Officer (Signature)	Date						
AG	hu	a R. De	ues	3/29/84	Maha B Buck	3/29/84						
	1		pe.	, .,	State Records Committee (Signature)	Date						
		dations in para-			1	7/- 1						
		e approved. oved, attach letter	State Aud	litor/Designee	Man Kaland	12994						
	sappro planat		Secretary of	State/Designee	Gaward Welder	7/18/84						
			Attorney G	eneral/Designee	General Secretario	8/1/84						
A D 5/	1_71	Rev. 76	<del></del>	(F	Neverse/Side)							

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#### ATTACHMEN'1

### ITEM 12 DEPOSITION

Cut off file at the end of completion of Right of Way Acquisition and Certification of the Title, and Final Disposition of any Condemnation Proceedings.

- DEED FILE Hold in current files area 6 months; microfilm in duplicated copies, one work copy for research and reference and one security copy; hold microfilms in General Office area until obsolete; transfer original deed files (hard copies) to State Archives for Permanent Retention.
- APPRAISAL FILE- Hold in current files area 6 months; then transfer to State Records Center; hold 10 years, then destroy.
- VOUCHER FILE Hold in current files 6 months; remove Consolidated Tabulation Sheet and Microfilm with Deed File; Consolidated Tabulation Sheet remains in Deed File after filming; transfer remainder of file to State Records Center; hold 10 years, then destroy.
- CORRESPONDENCE FILE Hold in current files area 6 months after completion of project; transfer to State Records Center; hold 10 years, then destroy.
- PARCEL FOLDER Hold in current files area 6 months after completion and closing of project; microfilm, then destroy original paper files.

RECORDS ARE KEPT ON A CALENDER YEAR BASIS

Microfilm Security Copy - Transfer to Archives Security Microfilm Vault for permanent vital records retention.

Microfilm Reference Copy - Hold in current files area until no longer needed for reference; then destroy.



STATE OF GEORGIA

# Application for

# RECORDS DISPOSITION STANDARD

233 -/7

OFFICE OF SECRETARY OF STATE

DEPARTMENT OF ARCHIVES A HISTORY

RECORDS MANAGEMENT DIVISION

*		•	<u> </u>
1. Application Daily 12/19/73 2. Agency Application No.	INSTRUCTIONS: See separate tastructions for completies of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention:	Date Received Application 1	lo. Date Completed
	Hecords Management Officer.	DEC 19 1913	<b>J</b> AN
Department of Trans	a & Administering Office Address sportation s - Preconstruction Section	Joe E. Brown	
Office of Right-of-		5. Working Title	6. Tel. No.
Atlanta, Georgia	K-00-22-14-11	State R/W Engineer	656-5372
	Sandar No. 1: Tr.		

7. ACTION REQUESTED

ESTABLISH DISPOSITION STANDARD;
ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

1915 - To Date Right-Of-Way Acquisition File

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds.

Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The Division of Highways is divided into four sections: the Preconstruction Section, which determines project location through aerial photography and mapping, designs the bridges and roads involved, obtains the right-of-way necessary; the Construction Section, which conducts the tests of soil and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the State; the Operations Sections, which issues permits and enforces regulations governing overweight and voersize vehicles, design improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid, and maintains the quality of highways; and the Federal Liason Section, which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements on Federal-Aid projects

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

See Attached Page.

#### ATTACH SAMPLES OF THE FILE

12 EQUIPMENT OCCUPIED	\$ 74	No. of Drawers	Cu. Ft. of Recards		No. of 1	Deserting.	Ca. Ft. of	Respects
Latine-size Pile Drawers		7:		ANNUAL RATE OF ACCUMULATION	25	<u> </u>	50	
Legal-size Plie Drawers		431	862	Floor Space Command (Square Feet)	1n Off 602		a Sterage /	/Les(0)
31-1	· · · · ·	81		à ja	This Year's	Lest Year's	Year's	All Prior Year's
				AVERAGE DATLY REFERENCES	. 60	60	50	20

	QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	-YES NO	
13	Is this the Record Copy of the series?		
14	. Is there a duplication of this series in another office or agency?	, <b>(K)</b> (1	
15	Is the information contained in this series ever summarized or published? Attach copy of summary or publi	cation.[] [x]	,
16	Does the series contain classified information requiring security handling?	[] 1x 1	,
17.	Does the series initiate, amend or terminate agency policies and procedures?	<u> [] [x]</u>	1
18.	Could the function be performed if the files were lost or destroyed?	[ ] [ X ]	
19.	Is the series (or major portion of it) regularly interofilmed? If yes, why?		,
20.	Does the record series provide data as input to an EDP file?	[x] []	1
21.	Does the record series contain documentation produced as EDP printout?	נון נאליי	}
<b>22</b> .	Has the Federal Government issued instructions governing retention/disposition of these files?	[x] [x]	
23.	Will there be a need for these records 10, 15 years from now? If yes, what?	[x] [x]	,
24.	REQUIREMENTS. The following requires the files to be kept permanently ####		
	a. [ ] STATE b.   ] STATULE OF c. [ ] AUDIT d. [ ] FEDERAL e. [ ] ADMINISTRATIVE LAW DECISION (Cite Law, Statute, or other reason for the retention requirement)	f. [ ] HISTORICAL VALUE	
26			-
ω.	AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of e -[ ] CALENDAR YEAR -[ ] FISCAL YEAR -[ ] Other	sacn then	i:
	[ ] Hold in the current files area month(s)/ year(s):		
	[ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold year(s): [ ] Destroy.		
	[ ] Transfer to State Archives for permanent retention. [ ] Destroy immediately after cut off. [ ] Other: (Specify)		
	RECORDS ARE KEPT ON A CALENDAR YEAR	BASIS	
	SEE ATTACHED PAGE		
	(Indicate briefly rationale for recommendations above/or write additional remarks):		
		A	_
	Attach Samples of the Series Records Management Control of the Series	espec Down 18/	<i>/</i> ):
<b>26</b> .	Recommendations [ ] Approved [ ] Disapproved Head of Agency/Designee  Debartment of Audits/Designee	Date	•
i	in Paragraph  State  [V] Approved  [ ] Disapproved  Willia W  Willia W  The state of the state o	1-57-7	4
	25 are: Records [ ] Approved [ ] Disapproved Cauall Naut	Date 1-16-7	4
	Cummittee [ [ Approved [ ] Disapproved Department of The Departmen	7-77-7	<u> </u>

### RIGHT OF WAY ACQUISITION FILE

11. Documents relating to the acquisition of rights-of-way for highways.

#### Included are:

# Deed File

- 1. plats with revision dates
- 2. record sheet (Form HD 367)
- 3. resolution covering acquisition and clearance of rights-of-way with control fo future encroachments and regulation of vehicular traffic (Form HD 508B)
- 4. one of the following deeds for each parcel right-of-way deed limited access (Form DOT 118LA) right-of-way deed (Form DOT 118RA) right-of-way deed post roads (Form DOT 118R)
- 5. settlement and disbursement statement (Form ROW 527)
- 6. data concerning title search

# Appraisal File

- 1. appriasal
- 2, certificate of appraiser (Form RW 520)
- 3. value finding appraisal (Form RW 338A)
- 4. Abbreviated appraisal report for uncomplicated properties (Form DOT 338B)
- 5. review appraisers report (Form RW 532)
- 6. review appraiser field report (Form 533)

### Voucher File

- 1. Monthly statement (Form DOT 9)
- 2. county data sheet (Form ROW AD) with supporting invoices & claim forms
- 3. tabulation of appraisals
- 4. right-of-way cost data short sheet

# Correspondence File

- 1. transmittal letters
- 2. letters of explanation

File is arranged numerically by project number, thereunder chronologically by year.

# RIGHT OF WAY ACQUISITION FILE

Explanation of Yes Answers to Questions 14-23

- 14. The series is partially duplicated at the District Offices.
- 20. The series provides input about the appraised values of right-of-way, actual cost of right-of-way acquisition and billing data into EDP files.
- 21. The series contains the Monthly Right-ef-Way Acquisition Report and the Appraisal Value-Report.
- 22. FHWA PPM30-9 states that right-of-way records must be retained three years after final Federal payment of the project.
- 23. The series has both administrative and legal value.

## 25. Agency Recommendations

This Agency recommends that the file series be cut off at the end of completion of right-of-way acquisition and the acquisition and certification of the title.

# Disposition

Deed File: hold in current files area five years; then retire to vault at State Archives for permanent retention.

Appraisal File: hold in current files area five years; transfer to Records Center; hold five years; then destroy.

Voucher File: hold in current files area five years; remove consolidated tabulation sheet and file in Deed File; destroy remainder of file.

Correspondence File: hold in current files area five years; remove and destroy transmittal letters; retire letters of explanation with the Deed File to Archives for permanent retention.

## Rationale

The Georgia Code of Public Transportation Title 95A states that claims against the State must be filed one year after the project is opened to traffic. The Statute of Limitations states that in inverse condemnation cases, action must be brought within five years. FHWA requires that the State let a contract for the construction of a highway within seven years after acquiring the right-of-way. Retaining these files for the recommended retention period will fulfill administrative and legal requirements.

RECORDS ARE KEPT ON A CALENDAR YEAR BASIS